

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-446-81-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **11/01/2022**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1/1; 1/2/A; 1/2/B are superseded by DAA-0446-2017-0003-0001

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-446-81-1	
DATE RECEIVED May 15, 1981	
NOTIFICATION TO AGENCY in accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-19-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Investigative Service

2. MAJOR SUBDIVISION
Directorate for Management and Resources

3. MINOR SUBDIVISION
Correspondence, Records and Support Branch

4. NAME OF PERSON WITH WHOM TO CONFER
JUANITA E. MOREY

5. TEL. EXT.
693-5013

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12 May 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Juanita E. Morey</i>	E. TITLE Assistant Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Justification: The records DIS is accumulating concerning "Congressional Inquiries" is not covered in DISM 28-2 "Records Maintenance and Disposition." Therefore request NARS approve the following new record series so that it may be added to the DISM 28-2.</p> <p>1. Add new series as follows:</p> <p>2-43. <u>CONGRESSIONAL INQUIRIES</u>: Correspondence, copy of requests, responses, reports, and other documents accumulated as a result of inquiries from members of committees of Congress.</p> <p>(1) Copy of reports submitted to higher authorities.</p> <p><u>ALL OFFICES</u>: TEMPORARY: Cut off 31 December, hold 1 year destroy.</p> <p>(2) All other correspondence, documents etc.</p> <p>a. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>: TEMPORARY: Destroy 3 years after final action. (NOTE: Those files determined to be of possible historical value or widespread public or congressional interest may ^{SHOULD} be offered to the National Archives in 5 YEAR BLOCKS WHEN 20 YEARS OLD.</p>	new	7 items

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 2
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>b. <u>OTHER OFFICES</u>: TEMPORARY: Cut off 31 December, hold 1 year destroy.</p> <p>Justification: Request the change as shown below be approved. This change is needed to update the description of the Automotive Files.</p> <p>Change existing schedule 7-20 of DISM 28-2 to read as follows:</p> <p>7-20. <u>AUTOMOTIVE MAINTENANCE FILES</u>: Correspondence, completed forms, and reports pertaining to the servicing, maintenance, repair and overhaul of all DIS automotive equipment.</p> <p>(1) DIS Form 83, "Vehicle Historical Record."</p> <p>a. <u>REGIONAL OFFICES</u>: TEMPORARY: Maintain for the life of the vehicle. When vehicle is salvaged, forward Form 83 to DIS HQ Transportation Officer.</p> <p>b. <u>DIS HQ</u>: TEMPORARY: Destroy 4 years after vehicle is salvaged.</p> <p>(2) DIS Form 41, "Vehicle Log."</p> <p><u>ALL OFFICES</u>: TEMPORARY: Destroy after 3 months.</p> <p>(3) Parking facility reports, quarterly report of vehicle utilization, etc., and other correspondence.</p> <p><u>ALL OFFICES</u>: TEMPORARY: Destroy when no longer ^{2 years old.} needed.</p>	GRS 10/6	GRS 10/2a GRS 10/1